

New Orleans Health Department Internship Program
Internship Opportunity Description
Spring 2024



Internship Title: Building Ambassador Assistant (SPR24-01-P)

Position Overview:

In response to Hurricane Ida, the New Orleans City Council passed an ordinance creating emergency plan and communication requirements for building managers and property owners across 68 independent living facilities serving seniors and persons with disabilities. Still, many residents desired to have a voice in this process. This project aims to bridge the gap between the ordinance and the individuals it impacts the most by engaging them in the emergency planning process as *Building Ambassadors*.

The Building Ambassador program envisions a partnership in which NOHD staff support residents in advocating for and improving their emergency preparedness and is currently in a pilot phase. To support these efforts NOHD is conducting outreach events and holding focus groups with residents from a handful of senior living facilities, to raise awareness and to gain feedback from residents on their interest in such a program. Such partnerships might include opportunities for regular dialogue between residents and City staff, explanation of City plans and policies, sharing physical resources or connecting residents with community-led trainings, or hosting activities such as exercises.

The Building Ambassador Assistant will primarily be tasked with supporting recruitment, planning and leading engagement events, helping with data collection and analysis, and using stakeholder feedback to suggest future directions for the program. This position will work directly with the Public Health Emergencies Officer, Field Operations Coordinator, and Community Engagement team. This is a paid position.

Intern Supervision:

- Supervisor Name: Ben Quimby
- Supervisor Title: Public Health Emergencies Officer
- Supervisor Email: benjamin.quimby@nola.gov
- Supervisor Phone: 504-658-2560

Primary Responsibilities:

- Communicate with external stakeholders to drive recruitment and generate awareness of Building Ambassador program
- Assist in planning and leading engagement events at independent living facilities
- Work with residents to evaluate needs and opportunities for future program development

Sample Activities:

- Participate in weekly planning meetings with City stakeholders
- Schedule and coordinate engagement events at facilities
- Develop engaging recruitment materials to recruit interested resident

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- Draft agendas, slide decks and focus group questions for engagement meetings
- Review meeting notes and resident feedback to identify themes
- Participate in other relevant special events activities, as requested/available

Desired Qualifications:

- Available to work in non-traditional hours – occasional nights/weekends for volunteer recruitment and training,
- Working knowledge of public health education, training design, and community engagement
- Working knowledge of collecting and analyzing data
- Written and verbal communication skills, including ability to communicate with a wide variety of people
- Experience working with seniors

Position Requirements:

- All City of New Orleans applicants must pass a drug and background screening prior to hire
- An official transcript, diploma, or certificate demonstrating completion of a minimum of 60 college credit hours in relevant major
- In the NOHD Internship Application on the NOHD website, submit a cover letter outlining how you meet the qualifications and how the position relates to your career trajectory – maximum of 1 page, writing sample, and résumé
- Applicant must be legally allowed to work in the United States and able to provide supporting documentation such as a valid passport

Compensation:

- Paid interns will be hired at the Civil Service Management Development Assistant classification level with an hourly compensation rate of \$17.10 per hour
- Cannot work overtime
- Positions are limited to a term of 12 consecutive weeks from official start date
- Paid interns hired by the City cannot take another transient appointment within one year of termination
- No benefits will be awarded for this position

Resources Available:

- Desk space in office / ability to work remote (as needed)
- Potential to develop this project into a project for school credit within a public health degree program